

# FISCAL YEAR 2011-2012 WORK PLAN

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## Assessment Division

Office of Environmental Compliance

Tim Knight, Administrator

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10/21/2011

## AIR FIELD SERVICES

### 1. Capture/collect 75% of data as per EPA, PPG, and Operational Plan requirement

| Site operators are responsible for monitoring and capturing data. Over the next year we will:  | For more information on this project, please contact:  | Status/Updates:   |
|--|--|---|
| <ul style="list-style-type: none"><li>• Conduct 1872 Site Visits</li><li>• Conduct 60 Flow Verification on API and Environics Calibrators</li><li>• Conduct 200 Ozone Certifications on Site Calibrators</li><li>• Conduct 160 Calibrations on Gas Parameters</li><li>• Conduct 1000 Precision checks on Gas Parameters</li><li>• Conduct 480 One point Verifications on Particulate Samplers</li><li>• Conduct 18 Three point Verifications on FRM Particulate Samplers (ambient temp, pressure, flow)</li><li>• Conduct 10 Three point Verifications on BAM Particulate Samplers (flow)</li><li>• Conduct 5 Background Test on BAM PM2.5 Particulate Samplers</li><li>• Conduct 25 Mass Verification on TEOM Particulate Samplers</li><li>• Conduct 16 Flow Rate Check on TSP Samplers</li></ul> | <p>Shannon Saunier<br/>225 765-2663<br/><a href="mailto:shannon.saunier@la.gov">shannon.saunier@la.gov</a></p> <p>Yasoob Zia<br/>225 219-3719<br/><a href="mailto:yasoob.zia@la.gov">yasoob.zia@la.gov</a></p> | <ul style="list-style-type: none"><li>• Completed 3036 Site Visits</li><li>• Completed 46 Flow Verification on API and Environics Calibrators</li><li>• Completed 149 Ozone Certifications on Site Calibrators</li><li>• Completed 146 Calibrations on Gas Parameters</li><li>• Completed 1474 Precision checks on Gas Parameters</li><li>• Completed 379 One point Verifications on Particulate Samplers</li><li>• Completed 11 Three point Verifications on FRM Particulate Samplers (ambient temp, pressure, flow)</li><li>• Completed 9 Three point Verifications on BAM Particulate Samplers (flow)</li><li>• Completed 9 Background Test on BAM PM2.5 Particulate Samplers</li><li>• Completed 22 Mass Verification on TEOM Particulate Samplers</li><li>• Completed 14 Flow Rate Check on TSP Samplers</li></ul> |

**2. Develop SOP for MAML**

| <p>The Assessment Division/Air Field Services Section is responsible for responding to incidents and public complaints about air emissions through use of the MAML. Over the next year we will:</p> <ul style="list-style-type: none"><li>• Identify all components to be included in SOP. This will include report and sampling plan development.</li><li>• Determine format and structure to be used in presentation of each component and/or sub-components.</li><li>• Write individual component instructions.</li><li>• Compile individual components in a logical order.</li><li>• Complete SOP formatting and structure.</li><li>• Distribute for peer review and comments.</li><li>• Make necessary changes as needed.</li><li>• Post completed SOP on LDEQ Intranet</li></ul> | For more information on this project,<br>please contact:   | Status/Updates:   |
|--|--|---|
|  | <p>David Wagenecht<br/>225 219-3500<br/><a href="mailto:david.wagenecht@la.gov">david.wagenecht@la.gov</a></p> <p>Bob Bailey<br/>225 922-1413<br/><a href="mailto:bob.bailey@la.gov">bob.bailey@la.gov</a></p> <p>Yasoob Zia<br/>225 219-3719<br/><a href="mailto:yasoob.zia@la.gov">yasoob.zia@la.gov</a></p> | <ul style="list-style-type: none"><li>• Components to be included have been determined.</li><li>• Format and structure for each component has been determined.</li><li>• Individual components have been written and compiled in a logical order.</li><li>• Draft SOP has been completed and sent for peer review and comments.</li></ul> |

### 3. Capture/Collect PAMS Monitoring & Sampling data as per EPA, PPG, Operational Plan, and/or State Toxic Rule Requirement

| Toxics and PAMS group is responsible for monitoring O3 precursors and toxics. Over the next year we will: <ul style="list-style-type: none"><li>• Conduct 570 Site Visits</li><li>• Collect 2,798 Valid Canisters</li><li>• Conduct 39,420 Valid NMHC Analysis</li><li>• Conduct 117 Valid NMHC Blank/Cal Check/Cal</li><li>• Conduct 1,642 Valid Methane/NMOC Cal. Check</li></ul> | For more information on this project,<br>please contact:   | Status/Updates:   |
|---|--|---|
|   | Bob Bailey<br>225 922-1413<br><a href="mailto:bob.bailey@la.gov">bob.bailey@la.gov</a><br><br>Yasoob Zia<br>225 219-3719<br><a href="mailto:yasoob.zia@la.gov">yasoob.zia@la.gov</a> | <ul style="list-style-type: none"><li>• Conducted 343 site visits.</li><li>• Collected 1448 valid canisters.</li><li>• Conducted 12,269 valid NMHC analysis.</li><li>• Conducted 48 valid NMHC Blank/Cal Check/Cal.</li><li>• Conducted 552 valid Methane/NMOC Cal. Check</li></ul> |

### 4. Certify data as per EPA, PPG, Operational Plan and plan updates

| Data analysis section is responsible for analyzing data and reporting. Over the next year we will: <ul style="list-style-type: none"><li>• Certify 90% of the data captured</li><li>• Collect 2000 PM filters</li><li>• Review 250000 data points</li><li>• Submit network assessment report to EPA</li><li>• Update SOP and QAPP</li><li>• Update PPG and OP plans</li><li>• Conduct 20 certifications on temperature, pressure, flow and ozone transfer standards at monitoring sites</li><li>• Identify and submit 150 reports for daily maximum ozone concentrations, ozone exceedances and ozone action days from April – October</li></ul> | For more information on this project,<br>please contact:  | Status/Updates:   |
|--|---|---|
|  | David Caillet<br>225 765-2663<br><a href="mailto:David.caillet@la.gov">David.caillet@la.gov</a><br><br>Yasoob Zia<br>225 219-3719<br><a href="mailto:yasoob.zia@la.gov">yasoob.zia@la.gov</a> | <ul style="list-style-type: none"><li>• Certification of data at 94.5% for Jul-Sept</li><li>• 840 PM filters collected</li><li>• Reviewed 1,100,000 data points</li><li>• Annual Network Assessment submitted on time to EPA (initial submission 6/1/2011, final submission after comments and editing 8/26/2011)</li><li>• All SOPs updated as of 10/13/2011, QAPPS (ambient air, PM 2.5, PAMS) updated, submitted to EPA</li><li>• End-of-year comments for PPG plan submitted, OP plan updated 10/7/2011</li><li>• Completed 10 transfer standard certifications</li><li>• Completed and submitted 90 reports from Jul – Sept, submitted monthly AQ reports for Jul and Aug, Sept report in progress</li></ul> |

## 5. Perform I/M and Stage II Duties as per EPA and PPG requirements

| I/M and stage II group will conduct the following over the next year:   | For more information on this project,<br>please contact:   | Status/Updates:   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Conduct 380 Stage II inspections in six parishes and prepare written reports</li> <li>• Conduct 80 Stage I inspections in six parishes and prepare written reports</li> <li>• Conduct 10,000 sticker enforcement surveys annually</li> <li>• Conduct 2,400 roadside inspections annually</li> <li>• Oversee 450,000 vehicles inspected annually in the nonattainment area</li> <li>• Oversee 550 overt audits &amp; 120 covert audits annually</li> <li>• Oversee 500+ active inspectors</li> <li>• Monitor 180 active inspection stations</li> <li>• Monitor 400 MVI station service calls annually</li> <li>• Train 120 new MVI inspectors FY2011</li> </ul> | <p>Kenny Kimball<br/>225 219-3523<br/><a href="mailto:kenny.kimball@la.gov">kenny.kimball@la.gov</a></p> <p>Yasoob Zia<br/>225 219-3719<br/><a href="mailto:yasoob.zia@la.gov">yasoob.zia@la.gov</a></p> | <ul style="list-style-type: none"> <li>• 99 Stage II inspections conducted</li> <li>• 217 Sticker enforcement surveys conducted</li> <li>• 523 Roadside inspections conducted</li> <li>• 115,976 vehicles inspected</li> <li>• 191 Covert audits conducted</li> <li>• 117 Station service calls addressed</li> <li>• Currently, there are 188 stations; 4 were opened, 5 were closed, and 10 were suspended for 30 days</li> <li>• Trained 24 new inspectors</li> </ul> |

## 6. Perform conformity and fuels duties as per PPG and EPA/DOT requirements

| The Air Field Services is responsible for conformity and fuels requirements. Over the next year we will:   | For more information on this project,<br>please contact:   | Status/Updates:   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Review 90% of Solicitations Of Views( SOVs) submitted to DEQ for general conformity projects</li> <li>• Participate in meeting with local metropolitan planning organizations (MPOs) to discuss transportation Issues</li> <li>• Attend at 50% of Technical Advisory Committees/Transportation Policy Committees (TAC/TPC) meetings</li> <li>• Meet with DOTD, FHWA, and EPA on transportation conformity analysis and motor vehicle emission budget (MVEB) for non-attainment areas</li> </ul> | <p>Lynn Wilbanks<br/>225 219-3451<br/><a href="mailto:Lynn.wilbanks@la.gov">Lynn.wilbanks@la.gov</a></p> <p>Yasoob Zia<br/>225 219-3719<br/><a href="mailto:yasoob.zia@la.gov">yasoob.zia@la.gov</a></p> | <ul style="list-style-type: none"> <li>• Reviewed 95% of Solicitations Of Views ( SOVs) submitted to DEQ for general conformity projects</li> <li>• Attended at least 50% of Technical Advisory Committees/Transportation Policy Committees (TAC/TPC) meetings</li> <li>• No meeting with local metropolitan planning organizations (MPOs) were scheduled to discuss transportation Issues for this period</li> </ul> |

## EMERGENCY RESPONSE

### 1. Evaluate and Enhance Paperless Transfer of Complaint/Spill Information from SPOC to Regional Offices

| The transfer of all spill/complaint notifications to the Regional Offices by electronic methods only was implemented in FY 10-11.  | For more information on this project, please contact:   | Status/Updates:   |
|--|---|---|
| <p>For FY 11-12, we will:</p> <ul style="list-style-type: none"> <li>• Evaluate the e-process implemented FY 10-11 with input from select Regional Office end users</li> <li>• Make appropriate changes to SOP's and processes to improve the timely transfer of Complaint/Spill information to Regional Offices.</li> </ul> | <p>Peter Ricca<br/>225-219-3616<br/><a href="mailto:Peter.ricca@la.gov">Peter.ricca@la.gov</a></p> <p>Cindy LaFosse<br/>225-219-3640<br/><a href="mailto:Cindy.Lafosse@la.gov">Cindy.Lafosse@la.gov</a></p> <p>Ji Wiley<br/>225-219-3621<br/><a href="mailto:Ji.Wiley@la.gov">Ji.Wiley@la.gov</a></p> | <ul style="list-style-type: none"> <li>• Solicited input from Regional Office management regarding new electronic transfer of notifications</li> <li>• Response provided to Regional Offices and Inspections Division.</li> </ul> |

### 2. Address Deficiencies in Trained Personnel to Participate in Radiation Emergency Planning (REP) Drills

| The transfer of all spill/complaint notifications to the Regional Offices by electronic methods only was implemented in FY 10-11.   | For more information on this project, please contact:   | Status/Updates:   |
|---|---|---|
| <p>For FY 11-12, we will:</p> <ul style="list-style-type: none"> <li>• Develop and implement a training program to enable current REP drill participants to assume additional responsibilities</li> <li>• Develop and implement a training program to train new REP volunteers</li> </ul> | <p>Peter Ricca<br/>225-219-3616<br/><a href="mailto:Peter.ricca@la.gov">Peter.ricca@la.gov</a></p> <p>Cindy LaFosse<br/>225-219-3640<br/><a href="mailto:Cindy.Lafosse@la.gov">Cindy.Lafosse@la.gov</a></p> <p>Ji Wiley<br/>225-219-3621<br/><a href="mailto:Ji.Wiley@la.gov">Ji.Wiley@la.gov</a></p> | <ul style="list-style-type: none"> <li>• The training plan outline has been partially developed</li> <li>• 24 persons trained for Field teams</li> <li>• 4 persons trained in dose assessment</li> <li>• 18 of the new volunteers have been integrated into drills</li> <li>• 15 experienced persons have been tried in 1 or more new (higher level) positions</li> </ul> |

**3. Identify and Train Responders for Weekend Emergency Response Duty**

| <p>In FY 10-11 a training manual, lesson plan and seminar was developed to coach additional personnel in the duties and responsibilities of weekend emergency response duty.</p> <p>For FY 11-12, we will:</p> <ul style="list-style-type: none"><li>• Refine current training course for weekend responders to address current newly identified needs</li><li>• Identify regional and headquarters assets in addition to Inspection Division staff that can participate in weekend response duty</li><li>• Conduct a minimum of 2 training courses at Regional Offices in FY 11-12</li></ul> | For more information on this project,<br>please contact:  | Status/Updates:   |
|---|---|---|
|   | <p>Peter Ricca<br/>225-219-3616<br/><a href="mailto:Peter.Ricca@la.gov">Peter.Ricca@la.gov</a></p> <p>Bryan Riche<br/>225-219-3630<br/><a href="mailto:Bryan.Riche@la.gov">Bryan.Riche@la.gov</a></p> | <ul style="list-style-type: none"><li>• Remediation and UST personnel have been authorized to attend weekend Responder training</li><li>• ER Weekend Responder class held on 8/31/11 (NERO; NWRO; KCRO) 19 attendees</li><li>• ER Weekend Responder class held on 10/5/11 (SERO) 15 attendees</li></ul> |

**4. Work with Enforcement to Develop Expedited Penalties for CAP Program**

| <p>The Enforcement Division has stated that several recurring CAPP violations may be appropriate for Expedited Penalty action.</p> <p>For FY 11-12, we will:</p> <ul style="list-style-type: none"><li>• Review guidance proposed for standardized CAPP enforcement</li><li>• Develop a list of those violations suitable for XP action</li></ul> | For more information on this project,<br>please contact:   | Status/Updates:   |
|---|--|---|
|   | <p>Kevin Sweeney<br/>225-219-3637<br/><a href="mailto:Kevin.Sweeney@la.gov">Kevin.Sweeney@la.gov</a></p> | <ul style="list-style-type: none"><li>• Proposed rules for CAPP expedited penalties have been included in the current rules package</li></ul> |

## RADIATION

### 1. Radiation Application Processing

| <ul style="list-style-type: none"><li>The Assessment Division/Radiation Section will process 100% of the radioactive material applications for registration, licensing, and certification within 30 business days of receipt of complete applications as per the operational plan.</li></ul> | For more information on this project,<br>please contact:                             | Status/Updates:  |
|--|--|--|
|  | Jim Pate<br>225-219-3639<br><a href="mailto:James.Pate@la.gov">James.Pate@la.gov</a> | <ul style="list-style-type: none"><li>In the 1<sup>st</sup> Quarter, 100% of the complete applications were processed in 30 business days.</li></ul> |

### 2. Review and Update All Radiation SOPs

| <ul style="list-style-type: none"><li>Review and update 19 Radiation-related SOPs in accordance with LDEQ's Quality Management Plan every two years. 13 SOPs need to be revised by Sept. 30, 2011; 2 by Dec. 31, 2011; 2 by March 31, 2012; and 2 by June 30, 2012.</li><li>Develop new SOPs if the need arises.</li><li>Update Delegations, Notifications, Designations, Appointments, and Agreements</li></ul> | For more information on this project,<br>please contact:                             | Status/Updates:   |
|--|--|---|
|  | Jim Pate<br>225-219-3639<br><a href="mailto:James.Pate@la.gov">James.Pate@la.gov</a> | <ul style="list-style-type: none"><li>2 of the SOPs were combined, so now there are only 18 total SOPs. 10 have been reviewed, updated, &amp; posted to the web. The other 8 have all been updated; 4 are awaiting manager review &amp; 4 are in intermediate review.</li></ul> |

### 3. Radiation Inspections

| <p>As per the operational plan, radiation inspectors will inspect:</p> <ul style="list-style-type: none"><li>95% of radiation licensees.</li><li>90% of x-ray registrants.</li><li>100% of mammography facilities.</li></ul> <p>Approximately 25% of these respective inspections will be completed each quarter of FY 2011-12.</p> | For more information on this project,<br>please contact:   | Status/Updates:  |
|---|--|--|
|   | Dwayne Stepter<br>225-219-3642<br><a href="mailto:Dwayne.Stepter@la.gov">Dwayne.Stepter@la.gov</a><br><br>Scott Blackwell<br>225-219-3860<br><a href="mailto:Richard.Blackwell@la.gov">Richard.Blackwell@la.gov</a><br><br>Joe Noble<br>225-219-3643<br><a href="mailto:Joe.Noble@la.gov">Joe.Noble@la.gov</a> | <ul style="list-style-type: none"><li>In the 1<sup>st</sup> Quarter, 21% of radiation licensees, 17% of x-ray registrants, &amp; 25% of mammography facilities were inspected.</li></ul> |



**4. Ensure Adequate Training of All Radiation Section Employees as required by the Nuclear Regulatory Commission**

| <ul style="list-style-type: none"><li>• Identify employees needing radiation training.</li><li>• Find NRC-funded training courses in which to enroll them.</li><li>• Ensure adequate means and preparation to successfully complete the courses.</li></ul> | For more information on this project,<br>please contact:   | Status/Updates:  |
|--|--|--|
|  | Judy Schuerman<br>225-219-3634<br><a href="mailto:Judith.Schuerman@la.gov">Judith.Schuerman@la.gov</a><br><br>Dwayne Stepter<br>225-219-3642<br><a href="mailto:Dwayne.Stepter@la.gov">Dwayne.Stepter@la.gov</a> | <ul style="list-style-type: none"><li>• 6 Radiation employees and 2 others attended a total of 12 weeks of NRC-funded radiation training this quarter.</li></ul> |

**5. Work with Enforcement to Develop Expedited Penalties for Radiation Program**

| <p>The Enforcement Group has stated that several common minor Radiation violations may be appropriate for Expedited Penalty action.</p> <ul style="list-style-type: none"><li>• Identify Radiation violations suitable for XP's.</li><li>• Determine violation values.</li><li>• Draft appropriate regulatory changes.</li></ul> | For more information on this project,<br>please contact:  | Status/Updates:   |
|--|---|---|
|  | (Identify violations)<br>Ben Garwood<br>225-219-3667<br><a href="mailto:Benjamin.Garwood@la.gov">Benjamin.Garwood@la.gov</a><br><br>(Regulatory development)<br>Joe Noble<br>225-219-3643<br><a href="mailto:Joe.Noble@la.gov">Joe.Noble@la.gov</a> | <ul style="list-style-type: none"><li>• 149 Radiation violations have been tentatively identified as appropriate for the XP program and tentative monetary values have been assigned to these violations.</li></ul> |

## **WATER SURVEYS**

### **1.Complete EPA 106 Grant Commitments**

|  | <b>For more information on this project,<br/>please contact:</b>  | <b>Status/Updates:</b>   |
|--|---|--|
|  | David Greenwood<br>(225) 219-3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>There were no TMDL surveys scheduled during this quarter. There were 128 Vermillion/Teche dischargers visited during the quarter. There were no other TMDL surveys and discharger inventories requested during this quarter.</li></ul> |

### **2.Be Prepared to React to Emergency Situations as needed**

|  | <b>For more information on this project,<br/>please contact:</b>   | <b>Status/Updates:</b>   |
|--|--|--|
|  | David Greenwood<br>(225) 219- 3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>36 B. P. SCAT sites, 70.25 NRDA Submerged Oil Sites sampled, 122 Secretive Marsh Bird Sites completed, 273 Temple/Pearl River Sites completed. The NRDA Oyster Quadrante/Sediment Project and B. P. Seafood Safety Project were not in operation this quarter.</li></ul> |

3.Complete EPA 319 Grant Commitments

| Water Surveys will collect Non Point’s requested data for its projects. The current projects are Marsh Bayou, Bayou Lafourche and Turkey Creek. An accounting for each of these projects as well as other surveys that may be requested will be reported quarterly during this fiscal year. | For more information on this project,<br>please contact:  | Status/Updates:   |
|---|---|---|
|   | David Greenwood<br>(225) 219-3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>155 Marsh Bayou sites and 101 Bayou Lafourche sites were sampled during this quarter. There was no sample request for Turkey Creek during this quarter.</li></ul> |

4.Develop a Formal Maintenance Schedule for Boats

| Water Surveys’ personnel are developing a spreadsheet that will document the maintenance procedures performed on boats quarterly and annually. The tracking of the maintenance will begin on July 1, 2011. | For more information on this project,<br>please contact:  | Status/Updates:  |
|--|---|--|
|  | David Greenwood<br>(225) 219-3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>The spreadsheet has been developed.</li><li>Appropriate maintenance was conducted during the 1<sup>st</sup> quarter.</li></ul> |

5.Develop Procedures for Inventory Accountability on Survey Equipment

| Water Surveys’ personnel are developing a spreadsheet to track inventory accountability quarterly and annually for their assigned survey equipment. The tracking of the equipment will begin on July 1, 2011. | For more information on this project,<br>please contact:   | Status/Updates:  |
|---|--|--|
|   | David Greenwood<br>(225)219-3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>The spreadsheet has been developed.</li><li>All inventory tracked has been accounted for in the first quarter.</li></ul> |

6.Develop a Formal Maintenance Schedule for the Four Wheelers

| Water Surveys’ personnel are developing a spreadsheet that will document the maintenance procedures performed on the four wheelers quarterly and annually. The tracking of the maintenance will begin on July 1, 2011 | For more information on this project,<br>please contact:  | Status/Updates:  |
|---|---|--|
|   | David Greenwood<br>(225) 219-3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>• The spreadsheet has been developed.</li><li>• Appropriate maintenance was conducted during the 1<sup>st</sup> quarter.</li></ul> |

7.Develop a Formal Maintenance Schedule for the MS5 Multi Probes and Dye Monitors

| Water Surveys’ personnel are developing a spreadsheet that will document the maintenance procedures performed on the MS5 multi probes and dye monitors quarterly and annually. The tracking will begin on July 1, 2011. | For more information on this project,<br>please contact:  | Status/Updates:  |
|---|---|--|
|   | David Greenwood<br>(225) 219-3618<br><a href="mailto:david.greenwood@la.gov">david.greenwood@la.gov</a> | <ul style="list-style-type: none"><li>• The spreadsheet has been developed.</li><li>• Appropriate maintenance was conducted during the 1<sup>st</sup> quarter.</li></ul> |